

MASSENA FIGURE SKATING CLUB

POLICIES HANDBOOK

Welcome to Massena Figure Skating Club.

This handbook is designed to answer any questions you may have with regards to our rules and policies as well as how our programs are run. You will also find explanations for what it means to compete or test as well as examples of expenses you can expect to incur as you or your skater progresses through the Basic Skills learn to skate program and into the sport of Figure skating. This handbook is subject to review each year by the MFSC Board. Updates will be made with consideration to the guidance of our coaches and comments from our members. Updates and amendments will be available on our website with reprints being made from time to time as deemed necessary by the Board.

<u>Changes made:</u>	<u>Date change was put into effect:</u>
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Pg. 24 Ice Show solos – ill-worded. Changed to reflect current club policy	June 2012
Pg. 23-24 Ice Show solos – requirement changes; must be home club w/ full Package previous year as well as current. Added solo forfeiture policy	Nov 2012
Pg. 28 Coaches Policies – limited ice time avail. for personal use to maintain Skating ability with exceptions.	Nov 2014
Pg 24 Ice Show Solo – exception to coaches utilized ice time for solos	Nov 2014
Pg 3 Membership Requirements – added wording regarding membership Being approved or denied by the Board	Aug 2018
Through-out – Members responsible for following rules and being informed	Aug 2018
Pg. 25-26 Ice Show Featurette, Duet, Trio or small group addition	Aug 2018
Pg. 17 Club offered Junior Group changes	Aug 2021
Pg. 15 Clarification of Skate-aide requirements	Aug 2021

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General Information

Notices, Information and Communications From Massena FSC:

It is the Clubs responsibility to provide the info in one or more of the mentioned ways below, **it is the skaters' and/or parents' responsibility to obtain and be aware of them.** We recommend Checking the Message Boards nightly, make sure your email is current with us, visit our website frequently, and like our FB page.

- Information at the Rink:

Nightly information; like locker room assignments, as well as other deadlines and opportunities will be written on the dry erase board located in the lobby and visible as you walk in. All other notices such as competition announcements, ice show information, petition forms, newsletters, etc; and anything else will be available on the Club corkboard stationed next to the water fountain by the Ladies Bathroom or the adjacent wall file located above the water fountain in that same corner.

Verbal announcements and impromptu parent meetings may also be held. **BE AT THE RINK, DO NOT DROP YOUR SKATER OFF!**

- Information outside of the Rink:

Our Club competition & Test information, Newsletters & Ice Show schedules will also be obtainable on our website along with other forms & links; www.Massenafsc.org.

Important and/or time sensitive notices may be emailed to each member in a mass email using the Club Roster* or posted on our Club Facebook Page. This can include notices like ice time changes and costume fittings.

***Membership Email Privacy Statement:**

The Club Roster is distributed for informational purposes only. We respect the need to protect the privacy right of MFSC members, and want to promote the Club in a positive manner. The MFSC membership list is to be used only for official, sanctioned Club business and communication.

If a member wants to send an email to the membership, it should first be sent to the MFSC Board for approval. Once approved, it will be forwarded to the membership along with a copy to the originator. Any MFSC member who receives an email from another member and feels it was inappropriate may contact the MFSC Board requesting a review of the email. The Board may take the following action:

First Offense: Written warning/reminder about email policy

Second Offense: \$100 Fine to member sending email

Subsequent Offenses: - Fine to increase in an amount determined by the Board.

- Possible loss of membership with no refund for the remainder of the season as well as possibly including the following season as determined by the Board.

- Cancellations:

MFSC does not cancel Jr/Sr ice due to inclement weather. If extreme weather should occur in the afternoon or evening, Basic Skills Groups may be cancelled. Check our Facebook page or 1340 AM radio station for cancellations. School cancellation does not automatically mean Group lessons are cancelled since often times, those weather conditions have passed. In the event of a cancellation due to weather, we do not do make-ups or refunds.

- Other Contact Information:

Massena FSC mailing address: PO Box 673 Massena, NY 13662

Our Governing Body: United States Figure Skating (USFS) www.usfigureskating.org

Ice Times, Fees and Major Dates:

Currently All levels skate Monday and Thursday evenings, with Junior and Senior skaters also skating Tuesday evenings and Saturday mornings. Please see the current year ice schedule for details.

- Maximum Numbers on the Ice:
(These numbers may be revised by the Board as a situation warrants it)

Junior session	28 ideal but not more than 30 skaters
Senior session	26 skaters (less if skating levels Include Novice or Higher)
Basic Skills Group Lessons	100 skaters

- Fees and the cost of Skating:

Please see the [Fees Schedule and Explanation](#) section at the end of these policies.

- Major Yearly Event Dates:

Ice Show is on a Sunday in February. Either Super Bowl Sunday or the Sunday closest to Valentine's Day.

Basic Skills Competition is held in January.

Invitational Competition and Test session are usually the 3rd or 4th weekend March.

LTS Awards are held during the last skating session of their season. The JR/Sr Banquet is the last Sunday in April following the Spring Testing Event.

Membership Requirements and Rules

Acceptance of membership in the Massena Figure Skating Club subjects the member (and their family members) to all rules and regulations of the Club and requires that each member support the Club activities. The Club reserves the right to refuse or cancel any membership. Furthermore, all memberships; both past and current, are subject to review each year by the Board of Directors.

Membership runs from July 1st to June 30th per USFS and LTS time line regardless of when we hold registration. YOU RECEIVE A MEMBERSHIP CARD – KEEP THIS IN A SAFE PLACE YOU NEED IT TO LOG ON TO YOUR ACCOUNTS AND ON ALL COMPETITION AND TEST FORMS!!

MFSC does not offer ice time during the summer or Fall, but if you are planning on skating anywhere else after July 1st and before our Registration in Sept please see below instructions for renewing memberships.

Jr/Sr Members & Home Club Coaches: Teaching or skating on USFS ice or at sanctioned events, you must let the Membership Chair know you wish to renew your membership with USFS before June 15th to guarantee membership will be done by the July 1st season start. A membership Facebook post is usually made but it is your responsibility to remember. If your membership is not renewed you will not be allowed on USFS program ice or Sanctioned events.

Learn To Skate (LTS) members: In order to continue group lessons through the summer at another facility, you must create (or log into) an account [using your LTS membership number](http://www.learntoskateusa.com) at www.learntoskateusa.com. Bring your current membership card to registration and let the Board know that you paid your LTS membership online. The LTS membership dues (less any convenience fees) will be subtracted from your Registration Deposit amount.

Payments and Registrations:

All USFS and/or USFS Basic Skills membership, MFSC membership, Ice show fees, and first and last month's ice payments must be made at the time of registration. A monthly payment will be made each month until February when each member must be paid in full*. You are certainly welcome to pay the entire amount up front should you rather not deal with monthly payments.

Payments should be made by the 15th of each month. Any payment made thereafter will incur and should include a \$10.00 late fee. Notices will be given to those delinquent by more than a month. Any member delinquent in payment by more than a month will not be allowed on the ice until payments have been made. Should you need to discuss your payment plan, please speak to the Club Treasurer.

***If you are not paid in full prior to the dress rehearsal, you will not be able to participate in the Ice Show.**

- Registration packet and Registration nights:

You can obtain registration forms to fill out at the rink during registration or download them from our website and fill them out ahead of time.

A skate sale is held in the fall of the season. You are invited to bring in your used skating items with an envelope that has your name and price written on it. You have a better chance of selling your items the earlier you bring them in. Items must be picked up at the end of the last registration night. MFSC, its Board of Directors, or any member thereof, as well as the Massena Arena and it's staff, are not responsible for any items left unclaimed after the season.

- Volunteering Requirements:

Volunteering is required by each family as is listed under General Club and Rink Rules. MFSC is very proud to be able to offer a full USFS Competition for its skaters. While your skater may or may not take part in the competition, this is a very big fundraiser for our club and a reason throughout the years that our fees have not had to go up. A well-run competition takes a lot of manpower, and without it – skaters may choose not to come back the following year.

Our test session, Ice Show and Basic Skills competition also need volunteers but not nearly so many.

During the first few weeks of the season, you will have the opportunity to select an area in which you would like to volunteer. Parents and Guardians of Jr. and Sr. skaters are required to volunteer at the Invitational Competition in March. Please take your volunteering seriously and help all that you can. If the same people must volunteer all the time and do everything, they will get burnt out and perhaps choose not to help at all – and it's ALL our skaters that will lose out on valuable experiences.

Termination of skating mid-season:

If you decide for any reason to stop skating mid-season you MUST notify the Membership Chair in writing (email is acceptable) or you will continue to be expected to pay the monthly installment. In order to be considered for reinstatement in the future, you must be financially in good standing with the Club; paying all necessary fees to be brought current.

If you have paid your package fee in full, you will receive a pro-rated amount back for the unused ice fees portion of your payment provided any incurred fines or other outstanding fees have been paid.

MFSC, USFS, Learn to Skate, and Ice Show fees are non-refundable.

Injuries and Illnesses:

If you have sustained an injury or illness that will keep you off of the ice for 4 weeks or longer, you can put your package on hold, eliminating your obligation for payment of ice fees until such time that you are able to return to skating. All membership fees and Ice show fees are non-refundable.

You must submit a written request to the Membership Chair along with a valid note from all necessary Doctors with their signatures.

USFS Club Transfer Policy:

Any member wishing to obtain MFSC approval to transfer to another USFS club shall utilize the USFS form specifically developed for this purpose. Members will be required to be in good financial standing with the club or make good their financial obligation prior to the form being approved. Members and/or parents or guardians should complete the entire form (incomplete forms will be rejected or returned). The completed form may be submitted only to the President, Vice President or Treasurer. The Treasurer shall determine, solely or through collaboration with other club officers, if the member is in good financial standing.

For members in good financial standing, the President, Vice President or Treasurer shall be authorized to endorse the transfer request and will notify the Membership Chair whenever a transfer has been authorized.

Mid-Year Level Transfer Policy:

Skaters that move from Learn to Skate program to Junior Ice, or from Junior ice to Senior ice will be expected to pay the difference in package price for the pro-rated amount of time they will be using the new package. If the skater was paid in full, they will be given a bill for the difference. If a skater is making monthly payments and is financially in good standing with the club, they will receive a new monthly payment based on the pro-rated amount of time they will be using the new package.

If a skater is not in financial good standing with the Club, they may not move up until they have brought their payments current.

Skaters may move to their new package ice time on the next night of skating following their completed test requirements.

Any skater that moves during Ice Show practice may move up to the appropriate level but is expected to continue to make their groups ice show practice on the previous level. This means that skaters will be expected to come in at the appropriate time for their 15 minute ice show group lesson.

General Club and Rink Rules: Prohibited Behavior:

1. Gum chewing
2. Kicking, digging holes, scraping or stomping the ice with your blades and kicking the boards.
3. Being verbally abusive to other skaters or coaches (i.e. swearing, cursing)
4. Horseplay (i.e. grabbing others, holding hands)
5. Laying down on the ice
6. Absolutely no running or playing in, around or under the arena or the bleachers.
6. There will be no walkers or other devices pertaining to assistance allowed, with the exception of skaters with special needs and only when approved by the Board.
7. Parents and other non-registered skaters may not enter the ice surface for any reason, especially without the proper gear (i.e. skates).
8. No headphones or earbuds may be used on the ice surface.

Other Majorly Important Rules:

1. All members; parents, skaters, coaches, and Board Members must read all policies and rules set forth in this Handbook and agree to respect and follow them as well as all other rules that are posted at the rink, signed at registration, or mentioned in the USFS or MFSC Bylaws. Being a MFSC member is a privilege and not a right.
2. Basic Skills skaters and skaters under the age of 15 must have an adult responsible for them in the arena. Skaters old enough to drive themselves to the rink must be there with at least one other person and should never skate, or be in the arena, alone.
3. Every member skating in the ice show must wear the designated costume handed to them by the ice show's costume committee in order to skate in the show.
4. Always treat parents, other skaters, coaches, club officials and the facility with respect.
5. Always skate in control
6. Volunteering is required from every MFSC family. Many hands make light work and events don't run themselves. Parents or guardians of Jr. or Sr. skaters are required to volunteer for the Invitational Competition held in March.

Anti-Bullying Statement and requirements for reporting:

MFSC has a ZERO TOLLERENCE policy with regards to bullying. This is extended to all things relative to the Club including membership to MFSC or any other figure skating Club or organization, and pertains to all forms of bullying, on-ice or anywhere off-ice both in the rink and outside of the rink, including but not limited to; email, internet social sites, websites, blogs, webpages, phone calls and text messaging. Any skater(s), parent, Board Member or Coach having proof brought against them, showing they are participating in the bullying of any other skater anywhere will be immediately removed from MFSC for the remainder of the season with no refund as well as the next skating year. Furthermore, said skater(s) will be banned from all club ice and Club events during that time. MFSC will also notify USFS as well as all appropriate authorities.

All skaters, parents, Board Members and Coaches are expected and required to report any knowledge, or witnessing of bullying to a MFSC Board Member immediately upon their awareness of such occurrences that could be interpreted as bullying. Any skater, parent, Board Member, or Coach, having proof brought against them showing they had allowed such events to continue by not reporting any and all knowledge, will also be held accountable and immediately be removed from MFSC for the remainder of the season with no refund and banned from all MFSC Events during that time.

Parents and Skaters Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all skaters, coaches and officials at every practice session, competition and test session.
2. I will place the emotional and physical wellbeing of my child ahead of winning and encourage my child to skate in a safe and healthy environment.
3. I will inform my child's coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the results of a competitive event.
5. I will never ridicule or yell at my child or other participants for making a mistake or blame my child's teammates for placement in a competition.
6. I will do my best to make skating fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction, not mine.
7. I will treat other skaters, coaches, fans and officials with respect, regardless of race, creed, color, sexual orientation or ability and teach my child to do the same.
8. I will resolve conflicts without resorting to hostility or violence and teach my child to do the same.

9. I will be a positive role model for my child and other skaters.
10. I will not assist or condone any competing athlete's use of a drug banned by the International Olympic Committee, International Skating Union, United States Olympic Committee, or US Figure Skating, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.
11. I will not provide alcohol to, or condone the use of alcohol by minors, abuse alcohol in the presence of athlete members, or at US Figure Skating activities or, in the case of athletes, consume alcoholic beverages while a minor.
12. I will respect my coach/my child's coach and refrain from coaching my child or other skaters during competitions and practices because it may conflict with the coach's plan or strategies.
13. I will respect the decisions of officials and their authority during competitions and test sessions.
14. I will show appreciation and recognize the importance of volunteers and club officials.
15. My Skater(s) and I agree to learn, adhere to and abide by; all general rink rules, as well as all Club & USFS Rules including on ice practice rules regarding; discipline levels, music play, and right of way.

On Ice Discipline for Skaters:

Any coach or Board member has the authority to give out warnings and to remove any skater from the ice. The board has the authority to remove a skater from the club or program. The Board and the coaches work together and thus will stand by the other's decision at the time of any incident with any discussion taking place after the skating session is over. Discussion will include the skater and/or parent whenever necessary.

Any skater that is being verbally abusive, or acting in an inappropriate non-physical way (horseplay, banging into the boards, kicking the ice, throwing items onto the ice, not following Basic Skills, Junior or Senior Program Policies, etc.)

1. Warning
2. 2nd warning
3. Off the ice and the parent, coach, and board are notified.

Any skater acting in a minor physical manor (grabbing, tagging, hanging on skaters)

1. Warning
2. Off the ice and the parent, coach, and Board are notified

Any skater acting in a major physically abusive way; kicking, hitting, spitting etc.

1. Off the ice and parent, coach and board are notified.

Any skater refusing to get up from a lying or sitting position on the ice will be removed from the ice for their safety and for the safety of those around them.

If the prohibited action continues, the skater will be removed from the skating program and the Club for the remainder of the season with no refund. Repeated removal from the Club may prevent a member from joining in the future.

Conflict Resolution

Other on-ice concerns with regards to skaters not addressed in the On-Ice Discipline Policy needs to be brought to the MFSC Board President which in turn will notify the appropriate coach or coaches. If the matter cannot be resolved with education or within three (3) warnings then a grievance must be filed per the Grievance Policy procedures.

Grievance Policy:

- I. All grievances will be presented to the Board in writing, containing the following elements, and must include a \$50 filing fee payable to MFSC. If the Grievance Committee recommends in favor of the Grievant, this fee, or a portion thereof, may be refunded.
 1. Name, address, phone numbers and signature of the party filing the Grievance (“Grievant”).
 2. The Name of the Party against whom the Grievance is brought (the Respondent), and their address and telephone number if known.
 3. The Names, addresses and telephone numbers of any other parties involved.
 4. The MFSC Bylaw, rule, policy, procedure, guideline or expectation allegedly violated;
 5. A statement of the facts surrounding the alleged violation, including the date and time of the alleged violation and including as many specific facts as available, such as quotations, behavior, and witnesses.
 6. Description of actions the Grievant has taken to resolve the matter informally.
 7. The action the grievant wishes taken to resolve the conflict.
- II. The Grievance must be mailed to the President of the Club at his/her home address, postmarked within fifteen (15) days of the occurrence of the alleged violation, or of the discovery of the alleged violation. Failure to observe this deadline will be considered a waiver of the grievance by the Board. If the alleged violation is discovered over sixty (60) days from when it occurred, that violation will be considered mute unless USFS Policy, or State or Federal Laws rule otherwise.
- III. The President of the Board will immediately send a copy of the grievance to the person against whom the grievance has been filed, and formally appoint the Grievance Committee.

- IV. The aggrieved then has fifteen (15) days to respond to the grievance in writing, mailed to the President of the board. The President will send a copy of this response to the person filing the grievance.
- V. The Board will establish a Grievance Committee to meet with the parties involved and come to a decision to resolve a specific grievance. Junior/Senior members' names will be drawn annually by the board of Directors at the Annual Meeting and notified by the President of the Board. If any of the designated members are involved in the grievance, the person(s) will be disqualified from serving on this Committee and the Board of Directors will select a person to fill the position on the Grievance Committee. This selection will be done by a random draw using family names of Senior skaters and those who have been on Junior ice for more than one year. This draw is to be done by 2 parties, neither of whom are involved in the Grievance and witnessed by two Board Members. A slate of family names will be drawn, documented and signed and dated by the two parties and two Board Members who are present. The President of the Board will contact each family, in order drawn, to confirm acceptance on the committee. Any adult parent or guardian in the family may serve on the committee. Home Club Professional Staff will be drawn at random in the same manner as described above.
- VI. The Committee will be comprised of :
1. The President of the Board
 2. Appointed Board Member at large
 3. Voting member at large
 4. Voting member at large
 5. Home Club Professional Staff representative
- Each person on the Grievance Committee holds one vote. Any decision of the Grievance committee must be reached unanimously by the five members. The decision of the Grievance Committee shall be regarded as final resolution of the grievance.
- VII. The Grievance Committee must meet with the involved parties in closed special session within forty (40) days from the postmarked date of filing of the grievance. Final decision by the Grievance Committee must be reached not later than 10 days after the meeting.
- VIII. Penalties shall only be applied for just cause and with due process. They are sequential and a person moves from one level to the next if subsequent offenses occur.
- A. First offense – Ninety day probation, terms to be recommended by the Grievance committee.
 - B. Second Offense - Ninety day suspension from; skating privileges at MFSC without refund, teaching, or if Grievance is found against a parent – from entering any arena during MFSC ice or events. Another adult must be responsible for the skater(s) per MFSC policies in order for the skater to continue to skate. If this cannot be accomplished, the skater will have to forfeit his/her package for the duration of the suspension without refund.
 - C. Third Offense – Termination of membership status from the MFSC, or if a parent; barred from entering MFSC programs, ice times or events. Their skater(s) must be brought to the rink and all MFSC events by an adult that

would be responsible for them per our policies. If this cannot be accomplished, the skater will have to forfeit his/her package for the duration of the season without refund.

If the Grievance Committee cannot determine due cause for the charges brought forth in the grievance, they will decide to exonerate the person of said charges.

IX. Once action has been determined by the Committee, a dated letter is sent to the person filing the grievance, describing the specific terms, conditions and rationale for the action. This letter will be mailed to both parties, postmarked within 24 hours of the Committee's decision, and will become part of official Club records.

X. Appeal Process:

In the event that the Committee's decision is not acceptable to the individual who filed the original grievance, the person can appeal the decision to the Board. The notice of appeal must be mailed to the Club President at his/her home address and postmarked no later than 48 hours following receipt of the decision of the Grievance Committee.

Following receipt of the Notice of Appeal, the Board has 7 days to meet and make a decision regarding the grievance.

Discussion(s) made by the Board relating to a specific grievance in the appeal process must be unanimous by all Board members present constituting a quorum.

The Appeal process will involve a report from the Grievance committee, review of the written correspondence related to the grievance, and an opportunity for the involved parties to present their concerns.

Club Skating Programs and Instruction

LEARN TO SKATE USA

Group lessons for all beginners. This is NOT figure skating lessons, these elements are for skaters looking to become involved in figure skating, hockey or wanting to learn to skate so that they can take part in recreational activities like public skating and birthday parties.

Skaters must be 3 year of age prior to Oct. 1st. There are 7 badge levels with different elements on each level. Snowplow Sam badge levels reduce the requirement of the Basic 1 badge for skaters between the ages of 3 and 5.

Skaters may be accepted late and upon turning 3 on a case by case basis as classes allow.

What to expect from your registration:

When you register, you pay a membership fee that goes to the LTS USA program. They will mail your membership card with your member number directly to you*. You will also pay an ice show fee as well as a MFSC membership fee. The program fee includes ice time and lessons as mentioned below.

**The first time you register, LTS will also mail a skills book that shows all of the badges that can be earned and stickers for the skaters to track their progress. You only get one, so keep it in your skate bag or some other safe place where it will not be lost.*

Don't lose your membership card! Your member number will be needed on competition forms and for LTS website account login. Should you not have your card or number with you, the Membership Chair would be able to get that number. Please see Basic Skills Competition for more information on those events.

What to expect during Basic Skills skating:

Every time you come in, you will read the dry erase board for notices and locker room assignments, then go to the Basic Skills tag table and find your name tag that will be organized by your level and your class.

Skates must be put on in one of the two assigned locker rooms. Do not put skates on in the lobby or store skate bags in the lobby area. *For the first couple of nights, the Club will try to have experienced parents, coaches, skate-aides or any combo thereof in the locker rooms prior to the start of the session to assist in proper skate tying. In order to get assistance it would be best to get their earlier than usual on those nights.*

Skaters will get on the ice when the Zamboni doors have been shut. Your name tag will have a sticker that will correspond with the badge level you are working on as well as which class you are in - in the event there are multiple classes of the same badge level. Skaters will head to the matching class sign posted on the arena glass to join their skate-aide, coach or group.

At the end of skating, you will place your name tag back on the table in the same spot you found it. **By returning your badge at the end of each night, you ensure that your skater will know where to go when classes have been consolidated, divided, or when your skater has passed a level.*

Skaters are tested weekly by their group lesson coach and moved to the next level accordingly. This allows skaters to progress at their own rate.

Each skater gets a 15 minutes group lesson with a coach each night. The remaining time is spent with a skate-aide (Snowplow through Basic 5) that will continue to practice the elements with the group. In the event that we are short skate-aides, the lower levels will be covered first and the more advanced groups will be expected to practice on their own as they are preparing for the next level of skating.

Whenever possible, groups are structured so that younger groups and beginner skaters get lessons at the beginning, but this is not a guarantee.

Your 15 min. lesson may be anywhere within the 45 minutes and is subject to change each night without notice. Some reasons for lesson time changes may be a coach out for the evening and someone else filling in, or skaters moving up and causing groups to need to be restructured. Be on time and stay the entire time to ensure that you get your lesson.

Basic 5 – Pre-Freeskate will practice in a designated area overseen by either a coach or a high level skate-aide in order to train them on practice habits before they enter onto Junior ice.

Skaters earn a badge for each level they pass; all badges and other awards are handed out at the end of our season during the annual banquet.

Each skater will be designated to a group for Ice Show and during Ice Show Season one lesson a week will be for show practice. Closer to the ice show date, both lessons can be designated for show practice. Please see [Ice Show](#) for additional information.

On the last night of skating, the entire family may come out for our Family Fun Skating Night to celebrate a successful season. Other fun nights may be planned throughout the season and will be announced as they are scheduled.

What is expected:

Skaters may NOT be dropped off – an adult must be present that is designated as accountable for each skater. If you cannot stay, you must make arrangements with another party and make sure your skater knows who to go to should they need to leave the ice surface for any reason!! A skater that is found to be unsupervised runs the risk of being removed from the program and thus the Club.

The designated adult MUST keep an eye on the skater(s) while on the ice surface. You must be aware of and available should the skater need to leave the ice surface for any reason. If you are volunteering in a manner that takes you away from the ice surface (ie costuming in the club room) please arrange with another person to keep an eye on your skater.

Skaters must be able to enter the ice surface on their own and remain with their group for the duration. Some crying may occur with our youngest skaters in the beginning but if it continues, it is accepted that they are not ready for our program and will need to try again the following

year. Coaches and especially skate-aides are not able to keep an upset child on the ice, it interferes with the process of teaching ice skating. Coaches will speak with a parent should they decide a child is not ready for our program.

NO ONE may enter the ice surface with street shoes on for any reason other than an imminent medical emergency.

Only skaters registered in the program with skates on may enter the ice surface.

Skaters must have their own equipment. Please see [Equipment and Skating Attire](#) for recommendations for skates and clothing.

Skaters between the ages of 3 and 6 are required to have some sort of helmet.

Skaters must listen to and respect the coaches and skate aides, and stay in their designated groups at all times. If you see your skater's coach or skate-aide having a difficult time with your child, please assist us by addressing it with your child. Per our On Ice Discipline on page 8, your skater may be removed from the ice surface if the behavior continues and is disruptive.

Skaters must respect the other skaters on the ice at all times.

Please see the [General Club and Rink Rules](#) for additional rules.

From time to time, parents' meetings may be called for the purpose of updating everyone on changes to the schedule, or giving information on upcoming events. It is imperative that you listen to these meetings so that you may stay informed. This is also a wonderful opportunity to ask questions. Meetings will be held in the lobby by the glass while the skaters are on the ice so that you may listen to the information while still being able to keep an eye on your skater(s).

As stated under communications, the Club uses many avenues to get information to our members. It is up to each parent to stay informed.

Concerns:

If you think your child is ready to test and has not passed, speak to your child's group lesson coach. You may have to arrive early since many coaches start teaching private lessons immediately afterwards. If you are still not satisfied, you may speak to the Basic Skills Program Director which is listed each year under Chair Positions on the club Notice Board and on our website.

If you feel that your groups Skate-Aide is not assisting the skaters in practice, or keeping the skaters moving; speak with your skater's group coach or the Basic Skills Program Director. DO NOT SPEAK TO OR CORRECT THE SKATE AIDE.

If you witness any behavioral problems please follow the above course of action.

If your skater(s)' coach or skate-aide is having a discipline problem with your child, the coach or Basic Skills Program Director will come speak with you.

If your skater's group does not receive a lesson one evening, report this to the LTS Program Director.

Skate – Aides

Skate- Aides are mostly minors. They are skaters that have advanced from the LTS Program and are now on the Junior or Senior ice times. They are not responsible for instruction. They are there to ensure that the group continues to practice their elements and are following Club and Rink rules.

Skate - Aide Policies:

Overview:

The MFSC provides its Junior and Senior level session skaters the opportunity to act as a Skate-Aide during the MFSC Learn to Skate USA group lessons. Participating in the MFSC Skate-Aide program allows a skater the means to offset their ice costs by providing a reimbursement for their time on the ice.

- Being a Junior or Senior session skater does NOT guarantee one will be accepted as a Skate-Aide.
- When available, Skate-Aides will be utilized for the lowest levels first.

Core Requirements:

Individuals wishing to participate as a Massena Figure Skating Club Basic Skills Skate- Aide must:

- Be at least 10 years of age by the start of MFSC season.
- Be a MFSC and USFS member in good standing.
- Be at least a Junior skater.
- Have tested a minimum of one USFS test.
- Complete an Skate-Aide application
- Skate-Aid applicant need to possess:
 - Positive and reliable work ethic.
 - Must be on time, and notify the Skating Director in a timely manner when unable to attend.
 - Must be able to control a class and keep them moving and practicing.
 - Ability to work with others.
 - Respectful and positive attitude towards fellow skaters and coaches.

- If approved as a MFSC Skate-Aide the skater is required to attend any MFSC Skate-Aide orientations, meetings or seminars. **If an accepted Skate-Aid applicant does not attend, they will be excluded from Skate-Aiding for that season.**

Reimbursement:

You receive \$2.00 for every 15 minutes you aide a group, which equals \$6.00 a night plus valuable experience should you choose to coach in the future.

Responsibilities:

MFSC Learn to Skate Skate-Aides are to:

- Be on the ice at 6:00 PM. Attendance will be monitored. At the discretion of the Basic Skills Director:
 - Any Skate-Aide with more than three (3) unreported absences will have their Skate-Aide privileges suspended for the remainder of the season.
 - Any Skate-Aide who is tardy to the ice surface (5 or more minutes) more than three (times), will get a warning. If that Skate-Aid continues to be tardy another 3 times after the first warning, that Skate-Aide will have their Skate-Aide privileges suspended for the remainder of the season.
- Keep their assigned group skaters moving and working on their elements.
- Demonstrate skating skills at the direction of the group instructor.
- Ask the group instructor what skills the group should continue to work on.
- Call the Basic Skills director as soon as possible if they cannot make their assigned class.
- Follow all policies, procedures and rules as outlined in the MFSC Handbook and USFS rule book.
- Be a role model for all skaters.
- Report any disruptive, abusive or physical altercations to the nearest coach immediately
- Report the Basic Skills director if the Skate-Aides assigned group/skaters are absent, that way the Skate-Aide may be reassigned for the night.
- Make practicing FUN and promote a safe environment.

MFSC Learn to Skate Skate-Aides are NOT to:

- Carry kids or pick them up (assisting a skater to stand is fine). If a skater is injured and cannot get up on their own, immediately inform one of the coaches.
- Coach skaters.
- March skaters around the ice through other group lessons.
- Socialize on the ice with other Skate-Aids during the Basic Skill lesson time.
- Perform or practice their own elements.
- Skate with anything in their mouth.

Skate-Aides will receive an additional packet of information during orientation.

LTS Basic Skills Compete With Us Competition:

Skaters From Snowplow Sam through USFS Preliminary levels may compete in a Basic Skills Competition. Competitions may be In House (only club members) or Open (skaters from other clubs may compete).

Any Open Basic Skills Competitions that are sent to the Club will be posted on the Club notice board and are emailed to the Club coaches.

Some Learn to Skate Competitions use local skaters and coaches as judges which keeps the entry fees low. Other clubs hold their Basic Skills Competition at the same time as their USFS Competition and use USFS judges which may increase entry fees.

Requirements can change from competition to competition though they should be mostly compatible by USFS requirements.

MFSC uses the LTS "Compete With Us" format which is preferred by USFS.

Flights remain small and all skaters win a medal or ribbon. There is extra help on the ice as skaters learn how to compete.

Because this competition is a spring board to the USFS competitions Basic Skills skaters may take part in later on, MFSC runs our competition just like the larger competitions. Skater Starting Orders for each flight will be posted on the wall or glass. Skaters check in with an ice monitor at the rink door and medals and awards are given out at scheduled award ceremonies using the award podium.

Skaters do not need to have a private lesson coach to compete, but for Program Music Events, the choreography and knowledge of which elements are allowed at each level would be beneficial.

Skaters' parent should check with their group lesson or private lesson coach to ensure that they are signing up for the correct competition level.

JUNIOR SKATERS

Are skaters that have passed the Learn to Skate Pre-Freeskate badge.

What to expect from your registration:

The fee for Junior Ice time includes the following: MFSC registration, USFS registration, Ice Show participation fee and ice fees. Lesson fees are not included.

Other Information:

The Club currently provides one group lesson a week in Freestyle/Moves and one group lesson a week in Dance up through the Free Skate2 and Dance 2 badge levels. This is to introduce the skater to the sport of Figure Skating and to offer additional instruction while skaters are getting used to practicing on their own and learning proper etiquette and training guidelines on this practice ice. These lessons are NOT intended to replace private instruction and are subject to Board review each year. Changes would be announced made during fall registration. Should you have a concern with regards to group lessons please contact the LTS Program Director.

It is strongly recommended that junior skaters select a private lesson coach if they don't already have one by this time in order to progress at a faster rate. A list of Coaches and their credentials will be posted in the lobby on our Information Board.

At the Junior level, skaters can start to prepare for the standard USFS tests. These tests are required in order to move up various levels in competition. Test levels are also listed on coaching resumes. See Testing and Competition for more information.

Junior ice time is discipline divided. There will be designated Moves, Freestyle and Dance time unless otherwise mentioned. All times will be listed on the schedule. Skaters not in a lesson are expected to work on the designated discipline however, coaches may teach any discipline at any time.

Junior skaters acknowledge that during Jr/Sr combined sessions that the presence of Senior level skaters will increase the business, and quite possibly the speed, of the session and will do their best to keep an eye on - and be aware of their surroundings.

Additional expectations and rules are listed below under Junior and Senior ice times.

SENIOR SKATERS

Are skaters that have passed their Preliminary Free Skate or Pre-Silver Dance test. These requirements are subject to change as the need arises.

What to expect from your registration:

Senior package fees include MFSC and USFS memberships, ice show fee and ice fees.

Senior ice time is not discipline leveled. Senior skaters should know how to practice and what they need to work on at this point.

Seniors acknowledge that on Jr/Sr combined sessions that Junior skaters are still learning to read direction and learn the "Right of Way" rules, and will have patience and understanding.

What is expected for Junior and Senior Ice times:

The Board holds no jurisdiction in the relationship between a private coach, their student and that student's parents (in the event the skater is a minor). Any concerns you may have with your coach should be taken up with them. In the event that your concerns are of a legal or club matter, you should contact a Board Officer.

Skaters will look out for each other and be aware of their surroundings at all times.

Skaters that are travelling backwards will be looking in the direction they are going. In a blind maneuver, a skater will confirm their intended area is open before attempting that maneuver.

All skaters wishing to have their music played will place it in line in a special box located by the music. If the skater would like their music played again, they may place it at the back of the line.

Skaters with their music playing have right of way for a total of 2 times each session regardless of the number of programs a skater has. After that, should a skater be able to play their music over and over due to a reduced need for programs or due to an empty session; that right of way will be relinquished to Pros giving a lesson. Each skater should know which skater's music is playing and be aware of where they are on the ice in order to stay out of the way. As always, common sense and courtesy will be applied.

"In lesson" gets 2nd priority except as described above. All skaters not in a lesson or not skating to their program music shall yield right of way to the skater receive a lesson.

Skaters will wear appropriate athletic clothing for the purpose of Figure Skating. No jeans or other such street clothes are allowed.

Skaters will refrain from skating around, traveling in groups and visiting on the ice. This wastes valuable practice time and presents an additional hazard for other skaters to avoid.

Your coach should have a USFS rule book that will list all test and competition requirements. You can order your own should you wish, ask your coach for help in ordering if necessary.

Junior and Senior Skaters will be in a group number for the ice show. Groups will be set based on the needs for each ice show and may vary from year to year. Practice times are set by the coach responsible for the number and at their convenience, but will be on your designated ice time. Skaters are expected to make a majority of these practices.

- Guest Skating:

All guest skaters must agree to abide by MFSC rules and policies as are outlined in the MFSC Handbook and may be asked to sign a Club Waiver and Guest Skater Policy Agreement Form.

Punch Cards are available for purchase each year and expire one year from the time of purchase. Punch Cards are non-transferable. The price of a Punch Card will be determined each year by the MFSC Board.

Guest skaters are those that have not paid for an ice package through MFSC. Guest skaters are only able to get on an ice time that is their level* and not full.

Punch cards may not be used on any extra ice packages. Guest skaters may skate on extra ice packages at the walk on rate that is set for that session.

**Full time college students may purchase punch cards at 50% and with no expiration date as long as they were MFSC Home Club members with a full ice package at the time of their graduation from High School and so long as they maintain their USFS and MFSC memberships.

Skaters may pay the walk-on rate of \$20.00 for any session that has room.

*** Guest skaters here for a lesson with a Club coach may take their lesson on a different level per rules under the Coaches' Policy section so long as they have paid for their level session. i.e. Junior pays for and skates the Jr. session but stays for lesson on Sr. time.**

Acquiring a private coach and Instruction Times

All coaches' credentials and contact information is posted on the Club Notices Board. Many parents or skaters select a coach by any of, but not limited to, the following:

Test credentials, competition experience, additional training seminars, number of years experience teaching, fees, personality compatibility, teaching style or availability. It is a personal choice and all arrangements to start or end instruction with a coach is done between the two parties.

Coaches will have their own rules and requirements but it is common courtesy to contact your coach to let them know if your skater will not be at the rink on a night when they have a lesson.

If the session is not full; skaters may skate up or down 1 level for the purpose of taking a lesson with the exception of Basic Skills times. Skaters may get on 5 min. before their lesson for warm-up and must get off when their lesson is done. This is determined by the coach and may not be abused.

Coaches and Skaters may be required to limit the number of times music is played for each skater per lesson or session. This is to avoid skaters not in lesson from being unable to have their music played. This will be discussed and agreed upon by the coaches and Board members and announced to the members if ever it occurs.

Equipment and Skating Attire

Attire:

The Massena Arena can be chilly, so dress in layers of comfortable warm clothing that allows for movement. **Always remember a hat and gloves or mittens.** Skaters are not permitted to skate with their hands in their pockets.

Skaters between the ages of 3 and 6 are required to have some sort of helmet. Helmets are strongly recommended for all beginners.

Jeans and anything stiff or restrictive can prevent a skater from performing their best and cause injuries. All skaters should wear athletic wear appropriate for the sport of figure skating and that will allow the freedom of movement. Jr. and Sr. skaters especially should not be wearing jeans and other restrictive street clothes to practice (unless it is deemed a costume for a specific program). Examples of appropriate clothing choices are; yoga pants, skating pants, skating tights and skating dresses or skirts, sweatpants or other pants with stretch and give. Warm up or wind pants.

Do not skate with skirts that are any longer than the bottom of the knee as they can cause tripping or snag toe picks, causing a skater to fall. Make sure pant legs are not so long that they drag on the ice, a skater can get their blades caught in flare legs or blades can step on pant legs causing them to slip and fall.

Wear one pair of lightweight socks or tights that do not create bumps inside the skates. Wearing multiple socks may also restrict blood flow causing feet to feel colder than they otherwise would be.

When buying skates look for these basics:

1. Leather boots with support for the ankles (i.e. if you can bend the boot with your hand there is not enough support)
2. White for girls, Black for boys
3. Figure skates with toe picks are generally easier for beginners to learn on more so than hockey skates.
4. When purchasing skates – seek the guidance of a knowledgeable sales person at a skate shop that specializes in figure skates. Several members of the club and the coaches can point you in the right direction.

Try to remove the insole from the skate and have your child stand on it to see if it is the right fit

Otherwise, before lacing up the boot, have your child push their foot to the front of the skate and see how much room is left in the heel area. A good rule of thumb is a pencil width.

Make sure your feet, especially the heel; do not move around inside the boots once they are laced. Boots should feel snug; a close fit gives more control and support.

Be aware that your skate size may not necessarily be the same as your shoe size.

5. Skates need to be sharpened, even when bought new. Usually they need to be sharpened a few times throughout the season depending on use. Skate guards extend sharpening.

How to properly tie your skates:

Tap your heel back as far back into the boot as possible. Pull the tongue up and secure it straight before tucking it beside your foot.

Starting with the second or third set of laces from the bottom, pull tightly one pair at a time so the boot closes well over the front of your foot. It is important that the laces are snug through the ankle and bottom two sets of hooks. The top two can be looser to allow some flexibility. If you can put a finger under any laces when you are done, your laces are too loose.

Cross the extra lace neatly over the hooks; do not wind it around the skates. Loose-flying bows can cause accidents. Effectively laced skates should provide enough room, with ankles, flexed, to stick a finger between the back of the boot and your leg.

How to take care of your skates:

Never walk on hard surfaces or concrete with uncovered blades. Wear hard skate guards when walking off the ice, even on protective mats – as the mats may have dirt on them, which acts like sandpaper on our blades. Skate guards can often get left at the rink or grabbed by the wrong person. Put your name on your guards.

Always dry off your blades with a towel and put dry soakers on. Soakers are a cloth covering that will absorb moisture as cold blades warm to room temperature as well as prevent nicks to blades during transportation.

Skates should be removed from any carry bag and stored well ventilated in between uses.

ICE SHOW

Ice Show Practice will start the Beginning of December on either Monday or Thursday.

Both nights may be used in the weeks prior to the ice show if deemed necessary by the coaches and depending on the fall of Holidays.

Dress rehearsal will be held the week of the ice show. Time and date will be announced.

In order to participate in the show:

Skaters are required to attend the Dress Rehearsal.

Skaters must be paid in full by the Dress rehearsal.

Skaters must have made most of the show practices and know the routine.

Skaters must wear the designated costume exactly as it is given to them.

Skaters are expected to make most of the show rehearsals in order to be in the show. One skater that doesn't know the routine can ruin the number for the remaining skaters. Should a skater have missed several practices, the coach for that group makes the final decision as to whether that skater can be in the Ice Show.

Skaters are required to stay and participate in the finale, regardless of when you skate and out of respect for the show itself as well as for your fellow skaters. Even if you are in the first half, you are required to have your skates on and be backstage and ready to go out for the finale at the end of the show. The Finale is also our chance to thank the audience for coming out to watch us perform.

- Professional pictures will be scheduled and will be announced once they are scheduled.
- Professional DVDs may be available for order.
- Good luck wishes may be purchased and placed in our program.
- Parents must pay for their tickets to get in to see the ice show. It is strongly suggested that tickets be purchased in advance in order to avoid standing in line the day of the ice show.

Costumes:

A costume committee will be working with the coach for each number to decide the costume for each group. Your skater will need to be measured and fitted. They will post times for your show group to meet with them to get these things done. Be there and on time so that they may help your skater look their best on show day.

Costumes may or may not be the same for the entire group. It depends how your coach sees the choreography and feel of the number. Some groups need to be more uniform and others need to have individual characters within. **Skaters are required to wear the costume designated to them as it is given to them.**

Do not add parts or layers without first checking with the costume committee. We understand that it is cold in the rink; they are only out there for a few minutes. Nude color body suits may be worn for added warmth.

There are no mittens or gloves unless you are told otherwise. Young skaters do not have to wear helmets for the show as they make it difficult to see them.

Costumes do not go home unless it is a part of a costume that hinders hair and make-up, like a turtle neck. That article may go home and be put on prior to doing hair. Costumes come off after dress rehearsal, hung up and given to a costume Mom to be put away until show day. You will put them on at the rink before the ice show and take them off before leaving the rink after the ice show. The costumes are expensive and time consuming to make. If there is glitter, sequins or rhinestones, lame or other specialty fabrics – they cannot be laundered easily if at all. You are not to eat or drink anything other than water in your costume! If a skater has time to go to the stands to watch a portion of the show, their costume must be fully covered by a long jacket, or warm-up suit.

.Make-up:

Some shows and/or numbers will require more make-up than others. Skaters must wear the make-up designated by the coach and the costume committee. This make-up should be worn for group pictures.

Locker Rooms:

Groups will be listed on locker room doors and arranged best as possible to avoid crowding. Skaters in the first act are to be ready and in locker rooms at the start of the show and the same for skaters in the 2nd act after Intermission. **DO NOT BRING FOOD OR DRINK OTHER THAN A WATER BOTTLE INTO THESE ROOMS.**

**There is a locker room parent watching the locker room even if you don't see them.

Most of our skaters are girls, Dads please ask someone to make sure they are all dressed before entering the locker rooms. Our male skaters currently have the room behind the coaches' room to put their costumes on, then they can go sit with their group. If that locker location changes, we'll let everyone know.

Back Stage area:

No one other than skaters should come back stage. It is tight back there, skaters need to stay on matted areas and if family members are standing on them, then the skaters can't and they end up stepping off onto cement. Every time street shoes walk on those mats it leaves dirt behind which acts as sandpaper to our blades. If you must walk under the bleachers with shoes on, please walk beside the mats and not on them.

After the show skaters will be escorted to the front where you can grab them and head into the lobby for them to say their good-byes.

Show Etiquette:

Skaters and parents should not be up and down the stands as this distracts the audience and may block their view. Skaters should not be in the stands with their skates on as it is very noisy when climbing up and especially climbing down.

Should you need to leave or enter the stands, please do so in between numbers.

Skaters and parents should not be walking back and forth to and from the locker rooms and in front of the lobby windows during the show. If you must walk by, please do so in between numbers, we will have people that are sensitive to the cold watching through the glass and we want them to enjoy the show as well.

Senior Level Skaters Opportunities:

***ALL soloists, featurettes, duets, trios or any other assigned mini groups are responsible for obtaining and paying for any coach/choreo fees, costuming and associated fees, as well as any props that may be used.**

Solos:

MFSC Senior skaters may qualify to receive a solo for the ice show using the point system below if they have met the following criteria:

Skaters must be a MFSC Home Club member in good standing with a full ice package for the current year as well as for the previous year.

Each skater will receive the following:

- 1 point = each Dance Test
- 2 points = each Skater Singles Test
- 3 points = each Singles Test
- 1 point for every year in the club

There will be a maximum of 10 solos each year. Skaters having passed their Juvenile Freestyle or above after 1995 automatically get a solo. The remaining spots are filled from the remaining skaters, starting with those with the most points. In the event of a tie, both skaters will receive solos.

Soloists are determined after the December Potsdam test session.

All music must be turned in for approval by Jan. 1st and cut to the length of the skater's current freestyle level. Graduating high school seniors may select any music of their choice so long as it

meets approval.

- Adult senior skaters, graduating HS seniors that do not qualify for a solo using the point system, invited guest skaters, and coaches who wish to perform a solo; are not included in the above maximum number of solos. In order to qualify for a solo, coaches and adult skaters must maintain at least a passing pre-preliminary test level.
 - Coaches meeting the criteria for skating in the ice show and wanting to perform in the ice show will have the 90 min./wk maximum relaxed in the weeks leading up to the ice show so that they may be at their best.
- Skaters earning one of the six solo spots must notify the Ice Show Chairperson within seven days from the time they have been notified, whether they accept or decline the solo. Skaters and parents should think seriously about this commitment, and their schedule, before accepting a solo since doing so prevents that spot from being offered to another skater.
- The skater understands that they will forfeit their solo opportunity the next time they qualify if they;
 - A) decline the solo after the seven day deadline, or
 - B) do not perform their accepted solo in the ice show for any reason other than an illness or injury suffered by the skater in which a doctor has deemed the skater unable to skate/perform.

The ice show chair person must be notified as soon as a skater knows they will be unable to perform in the ice show. Exemption from the forfeiture rule may be granted by the Board on a case by case basis, when notified in writing of the extenuating circumstances.

Duets, Trios and/or Featurettes:

Senior skaters not qualifying for an ice show solo will be assigned to a duet, Trio, or other small group number as seen fit by the Board of Directors. The size of the group may change from year to year based on the overall length of the show and the number of senior level skaters that did not qualify for a solo.

In the event there is only 1 non-qualifying senior skater, a 1 minute maximum featurette will be assigned to a group number.

High School senior soloists that did not qualify for a solo through the point system do not skate in non-qualifying mini groups or featurettes. This is strictly for those skaters that are not skating a solo.

* Mini groups may select their own music within the ice show theme. Music must be cut to a max length of 1.5 minutes. Featurettes may or may not be able to select their own music

depending on the layout of the ice show each year.

Jr. and Sr. group show numbers:

MFSC home club, and associate club members that have paid club dues and USFS dues but have not purchased the MFSC ice package may be able to participate in the group number under the following stipulations:

- Skater must be skating consistently at least once a week on MFSC ice and training at least twice a week in the sport of Figure Skating.
- Skater must be consistently on the session in which show practice is held and with the understanding that the skater must be able to perform within the requirements of that group level regardless of passed USFS tests taken.
- Any skater meeting this criteria would be required to pay any and all ice show fees.

Annual Members Meeting and Annual Awards Banquet

Held after the end of our skating season. An announcement will be posted when it is scheduled per our Club's Bylaws.

Members Meeting – is where you hear a year-end report on the club's finances and other projects. Elections will also be held at this time for open positions on the Board. Petition forms will be available prior to this meeting for members wishing to run for an open seat on the Board. Petitions require 15 signatures of MFSC members.

Annual Banquet –for the purpose of handing out badges and other awards to our members.

USFS Testing and Competition

Always arrive and be ready at least 1 hour before your scheduled time. Events can run early and do not stop. It is the skater's responsibility to be on hand.

Always anticipate running late, don't schedule something else directly after your skate time as events often will fall behind schedule.

Skaters must be a member in good standing and up to date with all Club payments before a Club Board Member or official can sign off on your form(s).

USFS Testing:

Skater must be a USFS Member and may test when their coach deems them ready. A Certified Coach must sign off on the test paper. Test sessions are held by Clubs all over the US and any Test Forms received by the club will be placed in the coaches' room and the coaches will be notified.

Skaters taking their first tests (pre-preliminary) may be judged by only 1 judge who may sit in the stands, or the hockey box.

Skaters may also test lower level tests at the same time as another skater being watched by another judge or panel of judges. This is to keep the Tests moving and in order to accommodate all the testers wishing to test at any Test session.

Skaters taking any test beyond pre-preliminary will be tested by a panel of 3 judges that most likely will be sitting in the bleachers.

Skaters will receive a paper from each judge stating whether or not the test passed and comments on the test. Test results exchange hands multiple times before they are recorded at USFS headquarters and can be misplaced - skaters should keep those papers in a safe place until USFS has record of the passed tests on their website. Skaters can refer back to these sheets to remind themselves of the judges' comments.

- Various Test levels:

Levels for singles and skating skills are as follows: Pre-Preliminary, Preliminary, Pre- Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, and Gold.

Levels for Dance are as follows: Preliminary, Pre-Bronze, Bronze, Pre-Silver, Silver, Pre-Gold, Gold, and Internationals

Your level will determine you length of music and elements either allowed or required.

USFS Competition:

Skater must be a USFS Member. Competitions are held at clubs all over the US. Your club will take announcements received by them and post them on the notice board. Signing up for competitions is something you discuss between you and your private coach.

Many skaters take months if not an entire season to prepare for competition. Which level and what events you sign up for should be discussed with your coach.

When you sign up for a competition you keep the entire day or weekend open. 1 – 2 weeks before the competition you will receive the schedule so that you know when your events are scheduled.

Coaches' Policies

All coaches teaching regularly on MFSC ice must pay the \$5.00 Club membership. All coaches claiming Massena FSC as their home club will have voting privileges as outlined in the membership section of our Bylaws. Coaches claiming another Club as their Home Club will become associate members with no voting privileges.

All coaches must sign the Coaches Policy Agreement Form before teaching on MFSC ice. LTS

Coaches need to be LTS members and LTS certified instructors. Junior and Senior Coaches

(USFS Coaches) need to be certified USFS Coaches. Those that are USFS certified do not

need to also carry the LTS certification.

Have the right and are expected to discipline any skater if need be using the afore mentioned Discipline Policy. As for disciplining a private lesson student with regards to private lesson matters – that remains between the coach, skater and their parents.

Can teach any discipline on any ice time regardless of what the discipline is in order to make sure every skater gets their necessary lessons. Coaches should schedule lessons to correspond with the set discipline whenever possible.

Club coaches will back and support the Boards' decision in the midst of a situation. Any investigation or discussion will be conducted after the immediate situation is dissolved.

Must notify the Basic Skills Program Director as soon as you know that you are unable to teach your group lesson classes.

May teach a lesson one level up or down, with the exception of Basic Skills ice. This is subject to the honors system and may not be abused.

Must sign a coaching contract with the club with both parties agreeing to the terms therewithin and be accepted by MFSC for the purpose of being listed as a MFSC Club coach.

MFSC coaches with an accepted contract for any given season wishing to skate "here and there", or only when occasional time allows may do so up to 90 minutes a week on Club regular package freestyle ice in which Senior skaters may skate.

- Coaches meeting the criteria for skating in the ice show and wanting to perform in the ice show will have the 90 min./wk maximum relaxed in the weeks leading up to the ice show so that they may be at their best.

MFSC coaches with an accepted contract for any given season in which they wish to skate full time on Club ice and/or are wanting to skate as a Junior or Senior skater in the ice show must purchase an ice package.

Guest Coaches Policies:

All guest coaches must sign the Guest Coaches Policy Agreement Form before teaching on MFSC ice.

Must seek Board approval in order to guest coach on Club ice and fall within the policies below:

1. Guest coach is bringing their own students and only teaching those students. Must confirm that space is available for your skaters. Skaters must pay the guest fee to skate and guest coaches pay 20% of their fee to the Club – to be paid that evening.
 2. Guest coach is brought in by a Club Coach for the purpose of working only with that Club coach's skaters and not on any type of regular basis. A 10% coaching fee will be paid that evening.
 3. Guest coach is brought in by the Club as a means to introduce Club skaters to skating outside of this rink or our Club. i.e., high level skater/coach invited to our area by the Club.
- As a Professional Coach I understand and agree to the following:

I understand and agree to abide by the above coaching policies.

I will treat all skaters fairly and teach all skaters in a positive and constructive manner. My interactions between all skaters, parents, guardians, adults and professional staff will be positive and constructive.

I will recognize and respect other professional staff and their teaching techniques, philosophies and methods.

I agree only to work with another professional's skater(s) only with their knowledge and agreement of that arrangement. I understand the stance that USFS takes with regards to soliciting students and agree not to solicit skaters for my own personal gain. Furthermore, I agree that I will not request, allow or tolerate any Club member, or professional staff soliciting on my behalf.

Board Policies and Chair Positions

As a Board Member I agree to the following:

*I understand I have a **fiduciary duty** and that this duty requires that I stay objective, unselfish, responsible, honest, trustworthy and efficient. That as a steward of public trust, I must always act for the good of the Club rather than for personal interests or gain. I need to exercise reasonable care in all decision making, without placing the Club under unnecessary risk.*

*I understand that I have a **fiscal responsibility** to the Club and I will be fiscally responsible for this organization. I will make myself aware and knowledgeable regarding the Club's budget and finances and will take an active part in reviewing, approving, and monitoring the budget and fundraising to meet the goals of the Club.*

I understand that some matters discussed by the Board of Directors may be confidential in nature and that, as a Board Member, it is my responsibility to keep said matters private and not discuss these matters or disclose the nature of the discussions regarding these matters to non-Board Members.

I will attend Board meetings, be available for telephone and electronic communications, and serve on at least one Club committee. If I am not able to meet my obligations as a Board Member, I will offer my resignation.

I understand that in signing these Expectations, that there are no rigid standards of measurement and achievement being formed. Every Board Member is making a statement of faith about every other Board Member.

I realize that my membership and service as a Board Member is a privilege and accept that my violation of any of these Expectations may result in losing my privileges or membership, or removal as a Board Member pursuant to Article IV, Section 8 or our Bylaws.

Meetings are open to members to attend. Should anything of a sensitive nature need to be discussed, the Board will move into executive session.

Agendas and minutes will be posted on the MFSC notice board. Minutes are to disclose all resolutions, motions and votes – not necessarily discussions that take place prior to a vote.

Monthly Meetings will be posted on the website and at the rink. They will be held in the Club room in the Massena Arena during our normal season. Meetings are as necessary during the off season.

Meeting times may change should a quorum not be available; changes will be posted on the website.

Board Members will answer questions or take action only with what is accepted policy listed in this Handbook, Club Bylaws, USFS Rulebook or other such State, Federal, or Governing Body form of ruling or law. Anything other than that will be brought up, addressed and agreed upon by the Board at its next regularly scheduled meeting. In the event that the situation merits quicker action, the Board will call a special meeting for this purpose. Whether a situation requires quicker action will be decided by the Executive Committee (Officers).

The Board will back and support any Club coach in the midst of a situation. Any investigation if needed will be conducted after the immediate situation is dissolved.

All MFSC members must sign a Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement each year.

The Club pays the USFS membership fees for Board members. Should there be subsequent members, the Club shall pay register the Board member as the First member.

Treasurer's Policies:

MFSC will keep a checking account for the sole purpose of managing expenses for our Test Sessions and Invitational Competition. The test and competition chair have several checks that they write the day of the test, including but not limited to; judge's expense reimbursement, ice fees, food bills, USFS test recording fee. The Test Chair, Competition Chair, and Treasurer are approved to write checks from this account so long as they are Board Members. Only one signature is required. In the event that the Chair positions are held by someone other than a Board Member, the checks must be signed by either the Treasurer or the President.

MFSC will keep a club checking account used to conduct standard day to day club business, which includes but is not limited to; paying coaches, handling membership and club dues, purchasing supplies, and packages and ice fees. The President and Treasurer are approved to sign checks from this account. Only one signature is required.

The Treasurer will submit as part of the Treasurer's Report, a list of checks paid and the bank statement for review at the monthly Board meetings. The President and Treasurer will review all account statements to confirm all activity has been valid and approved by the Board.

A statement may be requested by any Board Member.

- Registration Nights:

Each person accepting registrations and funds will keep a record and envelope for all applicants they process. They will then follow the steps in Recording and Turning Over Funds:

- Recording and turning over Funds:

All funds will be counted and recorded on a verification slip, with the name and signature of the Board Member or volunteer that has collected those funds. All funds will be turned over to the appropriate Board Member or Officer based on the following availability;

1. All funds and accompanying verification slip are handed to the Treasurer should that person be available. The Treasurer will then confirm the amounts and handle all deposits.
2. Should the Treasurer not be available, all funds are handed over in the above manner to the President for confirmation, verification and deposit.

3. Should the Treasurer and President not be available, the Board Member Chairing the event will take all funds and accompanying verification. They will then re-verify the amount and turn it over to the Treasurer; or the President in the absence of the Treasurer, for deposit.

Chair positions:

Test Chair – confirms that skaters are members in good standing and testing and competing at the right levels. They are responsible for lining up judges for test sessions and keeping a record of what skaters have taken what tests.

Competition Chair (Committee) –Oversees all aspects of a competition including but not limited to; update of announcement and registration form, working with an accountant and Referee to create a competition schedule. Sending the announcement out to other clubs. Setting up clip boards for judges, other officials and volunteers. Creating welcome bags and checking coaches' credentials, and line up vendors and other fundraising type set ups.

Hospitality Chair – Gathers food and organizes donated food and meals for our USFS judges when they are in town for Competition and Test. Oversees the Hospitality room on both occasions. Both times are currently weekends in March. The Club also hosts a Test Session the first weekend in June at the end of the St. Lawrence Centre Arena Spring School.

Basic Skills Program Chair – Organizes skaters into lesson groups and updates all sheets each week as skaters progress. Tracks skaters levels and badges earned for the end of year Award Banquet. Fills out all Certificates of Achievements and attaches all corresponding badges. Works with Board or Award Banquet Chair to organize flow of events for the Banquet.

Basic Skills Competition chair - Updates announcement and registration form, organizes schedule and skating flights. Photo copies info to give to all judges, and volunteers. Calls and schedules judges and creates welcome bags.

Ice Show Chair (Committee) – Works with coaches and board to confirm theme. Sets practice schedule, oversees costumes and props, creation of flyers and all public advertisements as well as programs.

Membership Chair – Collects and files all membership registrations. Enters them as members into the USFS database. Tracks those that elect to drop out through the course of the year and makes reports to the board each month with regards to member numbers. Works closely with the Treasurer with regards to membership fees and refunds.

Coach Liaison – The person coaches go to when they have a concern they want brought up at a board meeting. Coach Liaison should go to the coaches with the board agenda well

before each meeting in order to get coach input to report at each meeting. Briefly meets with coaches after Board meetings to keep them fully informed.

Publications – Responsible for placing Registration notices, and Ice Show announcements, posters etc. Mainly will have items to post in Sept. and Jan – Feb. Can also help Competition committees if needed with notifications to other clubs. Should keep a record of all public notice venues and contacts as well as contact for surrounding area clubs for ease and efficiency.

Awards Banquet - Works with the Board to set location, select menu, and purchase and/or organize awards.

Northern Interclub Council

Interclub councils are set up throughout the US and are for the following purposes:

1. Keeping area Clubs notified of each other's events. Making sure that competitions and test sessions within the same area are not scheduled at the same time causing unnecessary competition that could result in both Clubs having a bad turn out.
2. Each Club may send representatives to the monthly Interclub council meeting to discuss USFS changes, programs etc. Each Club representative reports all changes, announcements, proposed changes and other correspondence to the Club Board and represents the Club in all matters voted at Interclub council meetings.
3. Clubs pay dues to Interclub Council and the monies raised by those dues go towards the expenses of sending a member of Interclub Council to vote on behalf of their Club at USFS Governing Council meetings.

Northern Council:

Northern Council represents approximately 15 clubs including clubs in the following areas; Massena, Potsdam, Malone, Norwood-Norfolk, Canton, Ogdensburg, Watertown and Lake Placid.

MFSC Club dues are \$50.00 paid by Oct. 1st each year.

Each Club may send up to two Delegates to Northern Council. Clubs must select their two Delegates and an Alternate and notify the Northern Council Secretary by Oct. 1st of each year.

Each Club holds two votes at each meeting and written proxies are accepted.

Meetings are held at least bi-monthly and on the third Tuesday of the month in any of the above mentioned counties as well as an Annual Meeting.

Northern Council Delegates must be members with the USFS through the Member Club they represent.

You can find out more information about our Interclub Council by going to their website www.northerncouncil.org

Fees Schedule and Explanation

Subject to change with or without notice:

Package Fees:

Learn to Skate: \$240.00 total package.

\$16.00 LTS Membership, \$5.00 MFSC Membership, \$10.00 Ice Show fee, and 1st and last month's ice payments due at registration

Junior/Senior: \$500 total package 1st member (\$465 subsequent member)

\$60 USFS Registration (\$24 each subsequent family member with the same address) or \$10.00 First Time USFS Member introduction price
\$5.00 MFSC Membership, \$10.00 Ice Show fee, 1st and last month's ice fees due at registration.

Guest Skating Fees*:

10 session Punch Card: \$100.00 Expires one year from purchase.

(50% off for MFSC members away at college w/ no expiration)

Single session walk-on rate: \$20.00

*session must have room in order to accommodate guest skaters.

Other Potential Fees:

- Ice Show Costuming.
- \$5.00 good luck wishes for Ice show Program.
- MFSC LTS Compete With Us Competition. Events average around \$10.00 each. Other Basic Skills competitions may have low prices like ours or can be around \$25 per event.
- USFS Competitions – prices vary from Club to Club but generally range from \$35 - \$65 an event in our area.
- Private lessons
- Ice Skates and Equipment. Skate prices can vary depending on size and level of skater from \$50 - \$450 and up.
- Test Session (Jr. & Sr.) Tests can start around \$20 and increase as levels increase. Prices vary from Club to Club.